

~~CONFIDENTIAL~~

3 March 1983

MEMORANDUM FOR: Executive Assistant, D/CO

25X1 FROM:

Acting Chief, OC/OL/IMC

SUBJECT: OC-IMS Monthly Report - February 1983

1. Operational

o The merger of the OL and OC/IMS Registry is slotted for Wednesday evening 2 March 1983. The total personnel strength is 14 plus 2 part-timers for a total of 16. AC/IMS is drawing up a MOA for OC & Log.

o Friday, 11 February 1983, six employees of IMS reported to work on the day of the blizzard. For their dedication to duty, these employees were granted two hours of compensatory time.

o At the request of D/CO, special arrangements were made through OD&E to make a special courier run to AMCA on 4 February.

25X1 o OC-IMS forwarded 12 cubic feet of records material for deposit in the Records Center. An additional 75 cubic feet of non-record or duplicate material was destroyed.

o A request from OIS to decrease Agency forms was conducted throughout OC. Responses resulted in the elimination of 15 OC forms with OC having the accountability for another 64 forms.

o The OC ADP FY 1985 Terminal requirements were forwarded the DDA ADP Control Officer on 28 February. OC has listed a total of 18 terminals and 6 printers as their requirements.

o The AC/OC/IMS and AD/OC/IMS attended a Management Information System (MAINS) Meeting on 24 February 1983. A follow up meeting will be scheduled for possible assistance in the MAINS program by IMS.

o The OIS/TSCADS inventory of Top Secret documents charged to OC was completed on 15 February. All 100 TS documents audited were accounted for.

2. Personnel

25X1 25X1 o [redacted] transferred to OIS/RCB effective 28 February 1983.

~~CONFIDENTIAL~~

CONFIDENTIAL

3. WANG

o As of 9 February 1983, the AC/IMS will serve the Office of Communications as Wang Fan Manager responsible for the Wang Alliance Budget.

o On 22 February 1983, the OC Wang System Administrator Committee organized a Wang Alliance Overview briefings for OC employees. The AC/IMS moderated the briefings conducted at 9:00 and 10:30 (see OC notice). Approximately 200 OC employees attended the WANG Alliance briefings.

o The 4th, 5th, and 6th Meetings of the OC Wang Alliance Committee met during February (see attached minutes)

o The OC Wang Alliance System Manager was nominated Chair for the Agency Wang User Group. A charter was prepared and is being circulated for finalization. (See attached minutes)

4. Security

o In February 1983, IMS increased accountability of SCI documents with the signature of accountability for receipt of these documents.

25X1



Attachments:
As stated

CONFIDENTIAL